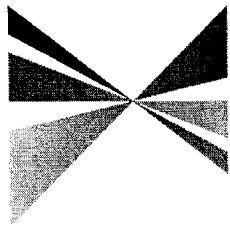


SOUTHERN CALIFORNIA



**ASSOCIATION of
GOVERNMENTS**

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Riverside County Transportation Commission: Robin Lowe, Hemet

Ventura County Transportation Commission: Bill Davis, Simi Valley

559-2216/04

MEETING OF THE

ADMINISTRATION COMMITTEE

**Thursday, February 3, 2005
9:00 a.m. – 10:15 a.m.**

**SCAG Offices
818 W. 7th Street, 12th Floor
San Bernardino A & B Conference
Rooms
Los Angeles, California 90017
213. 236.1800**

Agenda Enclosed

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Deby Salcido at 213.236.1993 or Salcido@scag.ca.gov.

Agendas and Minutes for the Administration Committee are also available at:

www.scag.ca.gov

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at (213) 236-1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact (213) 236-1868.

ADMINISTRATION COMMITTEE

AGENDA

	PAGE #	TIME
1.0 <u>CALL TO ORDER</u>	Councilmember Dixon, Chair	
2.0 <u>PUBLIC COMMENT PERIOD</u> -- Members of the public desiring to speak on an agenda item, or agenda items not on the agenda, but within the purview of this committee, must notify the Secretary and fill out a speaker's card prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The Chair may limit the total time for comments to twenty (20) minutes.		
3.0 <u>CONSENT CALENDAR</u>		
3.1 <u>Approval Items</u>		
3.1.1 <u>Approve January 6, 2005 Minutes Attachment</u>	63	
3.1.2 <u>Approval of Contracts Attachment</u>	12	
• Cambridge Systematics, Inc. (Pending protest outcome)	13	
• Illium Associates, Inc.	15	
• Sapphire Technologies	17	
• Digital Mapping	18	
3.1.3 <u>Approval of Additional Time to Resolve Issues of the Cost Recovery Policy Attachment</u>	19	
3.1.4 <u>Approval of AMPO 2005 Membership Dues of \$18,750 Attachment</u>	21	
3.1.5. <u>Approval of Sponsorship for Distribution Management Association Dinner Event Attachment</u>	24	
3.2 <u>Receive & File</u>		
3.2.1 <u>Contracts & PO's between \$5,000-\$25,000 Attachment</u>	29	
3.2.2 <u>State and Federal Legislative Matrix Attachment</u>	30	

Administration Committee Agenda 02/03/05 – Salcido
01/19/05 – DOCS #106647

ADMINISTRATION COMMITTEE

AGENDA

	PAGE #	TIME
4.0 ACTION ITEMS		
4.1.1 <u>Amend Line Item Budget – FY 2004-05 Indirect Cost Budget</u>	40	
Recommended Action: Approve		
4.1.2 <u>Approve FY 2004-05 OWP Amendment #3</u> Attachment Mailed Separately		
Recommended Action: Approve		
4.1.3 <u>Establishment of New SCAG Awards & Retirement of the Hagman Award</u> Attachment	42	
Recommended Action: Approve		
4.1.4 <u>New SCAG Policy Re: Closed Sessions By Member Agencies</u> Attachment	43	
Recommended Action: Approve		
4.1.5 <u>Approval of MOU Re: Multi-County Goods Movement</u> Attachment	45	
Recommended Action: Approve		
5.0 INFORMATION ITEMS		
5.1 <u>Monthly Financial Report</u> Attachment	Heather Copp, CFO 59	5 minutes
5.2 <u>Certification Status</u>		
6.0 CFO STAFF REPORT		

ADMINISTRATION COMMITTEE

AGENDA

PAGE #

TIME

7.0 FUTURE AGENDA ITEMS

Any committee members or staff desiring to place items on a future agenda may make such request. Comments should be limited to three minutes.

8.0 ANNOUNCEMENTS

9.0 ADJOURNMENT

The next meeting is scheduled for March 3, 2005 at SCAG Offices downtown Los Angeles.

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Administration Committee Minutes

January 6, 2005

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee of the Southern California Association of Governments held its meeting at the SCAG Offices, 818 W. 7th Street, 12th Floor, Los Angeles, CA 90017. The meeting was called to order by the Chairperson, Councilmember Richard Dixon, City of Lake Forest. There was a quorum.

1.0 CALL TO ORDER

Chairman Richard Dixon called the meeting to order at 9:07 a.m.

Committee Members Present:

Mayor Jim Aldinger	City of Manhattan Beach
Mayor William Alexander	City of Rancho Cucamonga
Mayor Harry Baldwin	City of San Gabriel
Councilmember Paul Bowlen	City of Cerritos
Mayor Margaret Clark	City of Rosemead
Mayor Richard Dixon	City of Lake Forest
Supervisor Hank Kuiper	County of Imperial
Mayor Ron Loveridge	City of Riverside
Supervisor Judy Mikels	County of Ventura
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Councilmember Bea Proo	City of Pico Rivera
Councilmember Ron Roberts	City of Temecula
Councilmember Deborah Robertson	City of Rialto
Vice Mayor Sidney Tyler	City of Pasadena
Councilmember Dennis Washburn	City of Calabasas
Mayor Toni Young	City of Port Hueneme

Committee Members Absent:

Councilmember Mike Dispenza	City of Palmdale
Councilmember Lee Ann Garcia	City of Grand Terrace
Mayor Pro-Tem Keith McCarthy	City of Downey
Councilmember Paul Nowatka	City of Cerritos
Councilmember Pam O'Connor	City of Santa Monica
Mayor Bob Yousefian	City of Glendale

Staff Present:

Heather Copp	Chief Financial Officer
Charlie Wagner	Manager of Finance
Ed Paul	Internal Auditor

Others Present:

Dennis O'Connor	STV, Inc.
Zahi Faranesh	SCAG
Jacki Bacharach	SBCCOG
Ty Schuiling	SANBAG

2.0 PUBLIC COMMENT PERIOD

No public comments.

3.0 CONSENT CALENDAR

The Consent Calendar was APPROVED (Jim Aldridge), SECONDED (Harry Baldwin) and UNANIMOUSLY APPROVED with the exception of Items 3.1.2, 3.1.3, 3.1.4, and 3.2.2.

3.1 Approval Items

3.1.1 Approval of November 4, 2004 Minutes

3.1.2 Approval of Contracts

- Parsons Brinkerhoff
- Cambridge Systematics
- Network Infrastructure Upgrade Project
(Mailed under separate cover)

Heather reported that the Cambridge Systematics contract must be pulled from the approval of the contracts because of a protest appeal. Ron Roberts asked that the Scope and the Purpose be clarified and explanation of the close proximity of bid dollar amounts be given when the contract is brought back for approval.

Heather also reported that SCAG is recommending the award of contract for the Network Infrastructure Upgrade Project be awarded to Microlink Enterprises. This is an unusual project, which we have not done previously and the total amount is for multi-fiscal years.

This item was MOVED (Judy Mikels), SECONDED (Paul Bowlen) and UNANIMOUSLY APPROVED.

3.1.3 Approval of Cost Recovery Policy

Heather reported that this policy was prepared in response to the Best Practices and Audit Resolution Plan from the year 2000. Most of the requests are from the Modeling and Data Monitoring group for these type of activities. Based on information from Huasha Liu we have created this policy.

Ty Schuiling from SANBAG informed the group that at the Subregional Coordinator's Group meeting last month, they acted to request a one month delay to resolve some drafting issues. From the point of intent, most of the Subregional Coordinator's are in support of what this Cost Recovery Policy is trying to accomplish. A concern with the policy is that agencies that are not members of SCAG could be affected by this policy. Also, more clarification of the term Statutory Requirements is needed. Another concern is that accommodation of service is only through requests at two brief times of the year.

Dennis Washburn requested that "pop-up" issues be addressed before this item is brought back for approval.

It was MOVED (Ron Loveridge), SECONDED (William Alexander), and UNANIMOUSLY APPROVED to bring back this item to the next meeting in February.

3.1.4 Approval of AMPO 2005 Membership Dues of \$18,750

Judy Mikels made a MOTION to delay this item for one month for discussion with staff, it was SECONDED by Toni Young and UNANIMOUSLY APPROVED to bring back to the meeting in February for discussion and action.

3.1.5 Approval of FAA System Planning Grant Application

3.1.6 Approval of \$3,500 from General Fund for Production of New Member Benefits Brochure

3.2 Receive & File

3.2.1 Contracts & PO's between \$5,000-\$25,000

3.2.2 SCAG Congressional and Legislative Representatives for new sessions

Ron Loveridge asked if SCAG is matching up individual members of the Regional Council with legislators for a better networking opportunities? If so, he would like to see a network list distributed.

Don Rhodes answered that the Government Affairs staff is preparing an Advocacy Manual that will contain this information.

This item was MOVED (Ron Loveridge), SECONDED (Judy Mikels) and UNANIMOUSLY APPROVED.

4.0 ACTION ITEMS

4.1 Shanghai Maglev Demonstration Trip

Zahi Faranesh reported that SCAG has been invited by Transrapid, USA to represent the Southern California Maglev Deployment Project on a trip to Shanghai and Beijing, China at the end of January or early February.

The purpose of the trip is to educate Congressional Committee staff on Maglev technology and the United States Maglev Program.

Since the FRA has agreed to pay for the previous trip to Shanghai made last October, it is requested that those funds previously requested and not used, be made available for this trip to China for one person, not to exceed \$3,000.

This item was MOVED (Ron Loveridge), SECONDED (Toni Young) and UNANIMOUSLY APPROVED.

4.2 Resolution to IVAG Subregion

It was MOVED (Toni Young), SECONDED (Ron Loveridge) and UNANIMOUSLY APPROVED.

5.0 INFORMATION ITEMS

5.1 Monthly Financial Report

Heather Copp reported that through January 3, 135 out of 186 days SCAG has been debt free and has not had to utilize the line of credit. It is anticipated that this trend will continue.

Heather Copp reported some concern with the Consultant and Subregion billings that most of the time come in on a quarterly basis which means that we are not accurately reflecting the actual expenditures. She is looking into changing the quarterly billing process to monthly for next year.

5.2 Merit Pay Program Status Report

Debbie Dillon made herself available for any questions from the Committee. There were no questions.

6.0 CFO STAFF REPORT

Heather Copp reported that next month she will be bringing the draft 2005-2006 budget in its entirety to the group for review.

SCAG has again submitted its application for the GFOA Award for the most recent financial statements.

Heather Copp reported that there are three cities that will not be able to pay their dues due to budgetary restraints, Garden Grove, Huntington Park, and Twenty-Nine Palms. There are three cities investigating their status, Chino Hills, Placentia, and South Gate. SCAG has two new member cities, Fullerton and Laguna Hills.

The Certification Review is scheduled for January 18, 19, and 20.

Heather Copp brought up the item of utilizing \$5,500 of the General Fund for the Federal Delegation Reception for discussion. Don Rhodes informed the group that this is a state-wide delegation meeting put together by most of the CTC's in the state to meet with key representatives from both sides of the transportation infrastructure committees. This item will be discussed at the Regional Council meeting this afternoon.

Heather Copp reported that Budget Amendment #2 approved in November is currently being reviewed by Caltrans and should be submitting to the FTA on January 10. We hope to get final approval February 1.

SCAG is going into another audit cycle sometime in the Spring and will have its normal ICAP Audit also in the Spring.

7.0 FUTURE AGENDA ITEMS

Collin Lennard informed the Committee that there will be an item coming to them and the Regional Council regarding a potential amendment to the Brown Act.

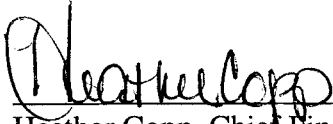
Toni Young reported that the Communication and Membership Subcommittee will be asking that the Hagman award be retired and establish four new awards honoring leadership and regionalism. She presented a letter from the Subcommittee to the Administration Committee. This item will be on the next Administration and Regional Council agendas.

8.0 ANNOUNCEMENTS

Dennis Washburn informed the Committee that the Los Angeles County League will meet its Legislative Committee at 5:30 p.m., Executive Committee at 6:00 p.m., and General Meeting at 7:00 p.m., and City Selection Committee at 8:30 p.m. at the Quiet Cannon in Montebello.

9.0 ADJOURNMENT

Chairman Richard Dixon adjourned the meeting at 9:55 a.m.

A handwritten signature in cursive script, appearing to read "Heather Copp", is written over a horizontal line.

Heather Copp, Chief Financial Officer
Staff to the Administration Committee